

1. Richard Bass nominates Kate Starr and this is seconded by Spencer Orkus
  - She accepts – and frames the role as one of facilitating conversations with trustees and helping to
2. Process to select committee assistant
  - Determining scope of role:
    - Taking minutes
    - Coordinating with village attorney
    - Facilitating community/stakeholder communication
  - Necessary qualifications –
    - Environmental policy experience or planning, PR, or project management, or event planning;
    - good organization skills;
    - available for night time meetings and day times
  - Must be available by March 1
  - Danielle Galland, Kate Starr, and Katey Stechel will run the process of hiring project manager
3. Committee takes up time table and milestones
  - Start with scoping –
    - Phase one –
      - investigate and scoping – begin with John Nolan/Pace Law Clinic
      - Synthesize and distillation
      - Explore other river town processes
      - Typical deliverables
      - Define gaps in public amenities
      - Examples of successes and failures in other versions --- experiential
      - Issue RFP and hire consultant
    - Phase two
      - Planning and engagement
      - Community workshops
      - Scoping zoning framework and report form
      - Define format of deliverables
      - Developer input
    - Phase three
      - Refinement and investigation
      - Zoning plan review to create parameters for a site plan
        - retail corridors, use types, view corridors/exclusion zones, density, zoning envelope, vision for urban design and public
      - Community workshops for role out
4. Identifying preliminary ad hoc sub-committees
  - Ad hoc committee to engage John Nolan of Pace Land Use Law Center
    - Tom Asher, Spencer Orkus, Shannon Rooney, Kate Starr, and Meg Walker
    - Shannon Rooney will draft meeting agenda in advance of the conversation

5. Committee identified core planning principles and values to go into RFP
  - Deliberative
  - Participatory, co-creative process, communicative with the public
  - Moderation within all aspects – balanced
  - Revenue positive for development and sustaining costs
  - Pleasant space for members of the community
  - Resiliency
  - Compromise
  - Access to site from upland
  - Density
  - Mindful of burdens that additional public infrastructure requires
  - Public spaces and public destinations; fill the gaps
  - Flexible use of space
  - Limit automobiles and maximize pedestrian and bike access
  - Green/energy efficiency
  - Percent coverage do we want to reserve for commercial space – 10 percent?
6. Next steps for March meeting
  - Present what's come before
  - Experiential Learning Field trip
  - Present conversation with John Nolan
7. Committee opened discussion to public – addressing questions, accepting critique, and offering clarification